

**CONTRACTOR'S NAME**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**

Fiscal Year 2012-2013

Program Name: CCCIL Independent Living & Benefits Counseling Services

AVATAR Program(s): \_\_\_\_\_

Unduplicated Number of Clients Served: 75

Address: 318 Cayuga St., Ste. 208, Salinas, CA 93901

| Service Description               | Mode of Service | Service Function Code | Total Units of Service | Amount Due from the COUNTY | Estimated Medi-Cal Units of Service | Estimated Federal Financial Participation (FFP) Revenue |
|-----------------------------------|-----------------|-----------------------|------------------------|----------------------------|-------------------------------------|---|
| Benefits Counseling & IL Services |                 |                       | 75                     |                            |                                     |   |
| Information & Referral            |                 |                       | 35                     |                            |                                     |   |
| Outreach Presentation             |                 |                       | 4                      |                            |                                     | \$ -  |

|  |  |   |  | Approved Budget | Actual for 6 Months | Actual Year-to-Date |
|--|--|---|--|-----------------|---------------------|---------------------|
| <b>A. PROGRAM REVENUES</b>                             |  |   |  |                 |                     |                     |
| <b>Monterey County Funds (Monterey County's Use):</b>  |  |   |  |                 |                     |                     |
| <b>Provisional Rates</b>                               |  |   |  |                 |                     |                     |
|  |  | Estimated Federal Financial Participation (FFP) |  | \$ -            |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 | \$ -                |                     |
| <b>Cash Flow Advances</b>                              |  |   |  |                 |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 |                     |                     |
|  |  |   |  |                 | \$ -                | \$ -                |
| <b>Total Requested Monterey County Funds</b>           |  |   |  |                 | \$ -                | \$ -                |
| <b>Other Program Revenues</b>                          |  |   |  |                 |                     |                     |
| <b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b> |  |   |  | \$ 88,850.00    | \$ -                | \$ -                |

**B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.**

**I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.**

| <b>A. Mode Costs (Direct Services)</b> |   |  |  | Approved Budget | Actual for 6 Months | Actual Year-to-Date |
|--|---|--|--|-----------------|---------------------|---------------------|
| 1                                      | Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)  |  |  | \$ 48,869.00    |                     |                     |
| 2                                      | Payroll taxes   |  |  | \$ 4,378.00     |                     |                     |
| 3                                      | Employee benefits   |  |  | \$ 13,511.00    |                     |                     |
| 4                                      | Workers Compensation  |  |  | \$ 595.00       |                     |                     |
| 5                                      | Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding) |  |  |                 |                     |                     |
| 6                                      | Temporary Staffing  |  |  |                 |                     |                     |
| 7                                      | Flexible Client Spending (please provide supporting documents)  |  |  |                 |                     |                     |
| 8                                      | Travel (costs incurred to carry out the program)  |  |  | \$ 1,818.00     |                     |                     |
| 9                                      | Employee Travel and Conference  |  |  | \$ 400.00       |                     |                     |
| 10                                     | Communication Costs   |  |  | \$ 1,804.00     |                     |                     |
| 11                                     | Utilities   |  |  | \$ -            |                     |                     |
| 12                                     | Cleaning and Janitorial   |  |  | \$ 58.00        |                     |                     |

**EXHIBIT H**

|   | Approved Budget     | Actual for 6 Months | Actual Year-to-Date |
|---|---------------------|---------------------|---------------------|
| 13 Maintenance and Repairs - Buildings  |                     |                     |                     |
| 14 Maintenance and Repairs - Equipment  | \$ 619.00           |                     |                     |
| 15 Printing and Publications  |                     |                     |                     |
| 16 Memberships, Subscriptions and Dues  |                     |                     |                     |
| 17 Office Supplies  | \$ 1,037.00         |                     |                     |
| 18 Postage and Mailing  | \$ 356.00           |                     |                     |
| 19 Medical Records  |                     |                     |                     |
| 20 Data Processing  |                     |                     |                     |
| 21 Rent and Leases - equipment  |                     |                     |                     |
| 22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)   | \$ 7,451.00         |                     |                     |
| 23 Taxes and assessments (Please identify the property address and method of cost allocation)   |                     |                     |                     |
| 24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)   |                     |                     |                     |
| 25 Monterey County and must meet the criteria of a direct cost) (Technology Support-Consumer Data Base)   | \$ 1,812.00         |                     |                     |
| 26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133)  | \$ 906.00           |                     |                     |
| 27 Miscellaneous (please provide details)   |                     |                     |                     |
| 28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)  |                     |                     |                     |
| 29 <b>Total Mode Costs</b>  | <b>\$ 83,614.00</b> | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b> |                     |                     |                     |
| 30 Salaries and Benefits  | \$ 4,500.00         |                     |                     |
| 31 Supplies   |                     |                     |                     |
| 32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.  |                     |                     |                     |
| 33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)  |                     |                     |                     |
| 34 <b>Total Administrative Costs</b>  | <b>\$ 4,500.00</b>  | <b>\$ -</b>         | <b>\$ -</b>         |
| 35 <b>TOTAL DIRECT COSTS</b>  | <b>\$ 88,114.00</b> | <b>\$ -</b>         | <b>\$ -</b>         |

**II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.**

|   | Approved Budget | Actual for 6 Months | Actual Year-to-Date |
|---|-----------------|---------------------|---------------------|
| <b>INDIRECT COSTS</b>                             |                 |                     |                     |
| 36 Equipment (purchase price of less than \$5000) |                 |                     |                     |
| 37 Rent and Leases - equipment                    |                 |                     |                     |
| 38 Rent and Leases - building and improvements    |                 |                     |                     |
| 39 Taxes and assessments                          |                 |                     |                     |
| 40 Insurance and Indemnity                        | \$ 456.00       |                     |                     |
| 41 Maintenance - equipment                        |                 |                     |                     |
| 42 Maintenance - building and improvements        |                 |                     |                     |
| 43 Utilities                                      |                 |                     |                     |
| 44 Household Expenses                             |                 |                     |                     |
| 45 Interest in Bonds                              |                 |                     |                     |
| 46 Interest in Other Long-term debts              |                 |                     |                     |

**EXHIBIT H**

|   |  | Approved Budget     | Actual for 6 Months | Actual Year-to-Date |
|---|--|---------------------|---------------------|---------------------|
| 47  | Other interest and finance charges   |                     |                     |                     |
| 48  | Contracts Administration   |                     |                     |                     |
| 49  | Legal and Accounting (when required for the administration of the County Programs)   |                     |                     |                     |
| 50  | Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133)) |                     |                     |                     |
| 51  | Data Processing  |                     |                     |                     |
| 52  | Personnel Administration   |                     |                     |                     |
| 53  | Medical Records  |                     |                     |                     |
| 54  | Other Professional and Specialized Services (Technology Support)   | \$ 280.00           |                     |                     |
| 55  | Transportation and Travel  |                     |                     |                     |
| 56  | Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)                         |                     |                     |                     |
| <b>57</b>   | <b>Total Indirect costs</b>  | <b>\$ 736.00</b>    | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>63</b>   | <b>Total Allowable Costs</b>   | <b>\$ 88,850.00</b> | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>COST REPORT INFORMATION:</b>   |  |                     |                     |                     |
| 64  | Land   |                     |                     |                     |
| 65  | Buildings and Improvements   |                     |                     |                     |
| 66  | Equipment (purchase price of \$5000 or more)   |                     |                     |                     |
| 67  | Total  | 0                   |                     |                     |
| <p><i>We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.</i></p> |  |                     |                     |                     |

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

| TITLE OF POSITION             | Annual Salary/Wage | FTE (Full Time Employee) | TOTAL     |
|-------------------------------|--------------------|--------------------------|-----------|
| Services Coordinator          | \$ 40,000          | 0.12                     | \$ 4,800  |
| Independent Living Specialist | \$ 31,784          | 1.00                     | \$ 31,784 |
| Independent Living Specialist | \$ 30,712          | 0.40                     | \$ 12,285 |
|                               |                    |                          | \$ -      |
|                               |                    |                          | \$ -      |
|                               |                    |                          | \$ -      |
|                               |                    |                          | \$ -      |
|                               |                    |                          | \$ -      |
|                               |                    |                          | \$ -      |
| Total Salaries and Wages      |                    |                          | \$ 48,869 |